

Government of Assam  
**DIRECTORATE OF FORENSIC SCIENCE :: ASSAM**  
Kahilipara :: Guwahati – 781 019

No. DFS. 1376/Vol-I/06-2022/152

Date : 04/06/2022

**REQUEST FOR QUOTATIONS (RFQ) FOR SUPPLY OF IT EQUIPMENTS AND CONSUMABLES**

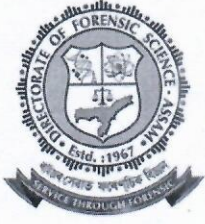
Sealed bids affixing Court fee stamp of Rs. 8.25 (Rupees Eight and Twenty Five Paisa) are hereby invited from authorized local Dealers/ Suppliers/ Distributors with a branch Office in Guwahati for Supply of IT Equipments and Consumables for Directorate of Forensic Science, Assam, Kahilipara, Guwahati- 781019.

The detailed Bid Document is available and is to be downloaded from website <https://forensic.assam.gov.in>. **Bid submission last date: 18<sup>th</sup> June, 2 pm.**

*Tilam Das*  
Director (In-Charge)

Directorate of Forensic Science, Assam  
Kahilipara, Guwahati- 781019.

*d*  
*04/06/22*



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**DIRECTORATE OF FORENSIC SCIENCE :: ASSAM**  
Kahilipara :: Guwahati – 781 019

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Sealed bids affixing Court fee stamp of Rs. 8.25 (Rupees Eight and Twenty Five Paise) are hereby invited from authorized local Dealers/ Suppliers/ Distributors with a branch Office in Guwahati for Supply of IT Equipments and Consumables for Directorate of Forensic Science, Assam, Kahilipara, Guwahati- 781019.

1. You are requested to submit your most competitive unit rate bid for the following items:-

Sl. No.	Name of items	Model/Make	Unit
1	Ink Cartridge	Model-HP-27	Nos.
		Model-HP-28	Nos.
		Model-HP -680(B)	Nos.
		Model-HP-680(T)	Nos.
		Model-Hp- 802(B)	Nos.
		Model-HP-802(T)	Nos.
		Model-HP-678(C)	Nos.
		Model-HP-678 (B)	Nos.
		Model-HP-682 (B)	Nos.
		Model-HP-682(C)	Nos.
2	HP Toner cartridge	Model-CB-540(B)	Nos.
		Model-CB-541(C)	Nos.
		Model-CB-542(Y)	Nos.
		Model-CB-543(M)	Nos.
3	Toner for M-1120MFP	Model-HP-36 A	Nos.
4	Canon Toner cartridge	Model-337	Nos.
5	HP Laser P1007	Model HP 388A	Nos.
6	Toner for HP Laser Jet	Model HP- 33A	Nos.
		Model HP-34 Drum	Nos.
7	Toner cartridge M1022	Model HP-12A	Nos.



8	HP Toner for M1525	Model-CE-320 (B)	Nos.
		Model-CE-321(C)	Nos.
		Model-CE-322(Y)	Nos.
		Model-CE-323(M)	Nos.
9	HP 150 MFP	Model-119(B)	Nos.
		Model-119(C)	Nos.
		Model -119(y)	Nos.
		Model-119(M)	Nos.
10	HP Laser Jet	Model-410(B)	Nos.
		Model-410(C)	Nos.
		Model-410 (Y)	Nos.
		Model-410 (M)	Nos.
11	HP Laser Jet P-1108	Model-388AC	Nos.
12	HP Pro M104 a	Model-18A	Nos.
		Model-19A(Drum)	Nos.
13	HP Laser Jet M1005	Model-12A	Nos.
14	HP Laser Jet	Model 31 A	Nos.
15	Cartridge for Canon 242OL	Canon-242	Nos.
16	Cartridge For RICOH	SP-210	Nos.
17	Cartridge for Pro M452dn	M-452dn	Nos.
18	Cartridge for Pro400	M451nw	Nos.
19	Cartridge for SHARP	AR-5620N	Nos.
20	Laser Jet ULTRA	MFPM 230 sdn	Nos.
21	Cartridge for Scan jet F1350	3500F1	Nos.
22	Cartridge for office Jet	Pro 8600	Nos.
23	Wireless Router		Nos.
24	5 port Network switch		Nos.
25	LAN Cable-10 m		Nos.
26	DVD Drive writer(Internal)		Nos.
27	DVD Drive writer(External)		Nos.
28	CD Cover (Plastic)B.Qlty.		Nos.
29	Pen Drive	8 GB	Nos.
		16 GB	Nos.
		32 GB	Nos.
		64 GB	Nos.

30	Blank CD(Mauser/Sony)		Nos.
31	Blank DVD (Mauser/Sony)		Nos.
32	Optical Mouse	(HP/Logitech)	Nos.
33	Computer Antivirus	Single user	Nos.
		4 user	Nos.
34	Hard Disk	500GB	Nos.
		1 TB	Nos.
		2 TB	Nos.
		1 TB (external)	Nos.
35	Key Board	HP/Logitech (wireless)	Nos.
36	Memory card Reader		Nos.
37	Super fast Mobile phone Charger	65W Micro USB,USB type C	Nos.
38	Digital camera stand	(Tripod/Flexible)	Nos.

## 2. Bid Price

- a) Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST in connection with the sale shall be shown separately
- d) The rates quoted by the bidder shall be valid for a period of one year.
- e) The Prices shall be quoted in Indian Rupees only.
- f) The format for Bid Price is enclosed as Annexure II.
- h) In case of bid re-submission, a forwarding letter with the new bid addressing the undersigned that the earlier bid stands cancelled and "Bid Re-Submission" should be written on top of the sealed envelope.
- i) Bids, where prices are quoted in any other way shall be treated as non-responsive and rejected.
- j) **Bidders are requested to quote for each and every items. Incomplete quotation will be rejected.**

## 3. Documents to be submitted:

- i. Authorized local Dealers/ Suppliers/ Distributors with a branch Office in Guwahati certificate.
- ii. Valid Trade License.
- iii. Valid GST registration.
- iv. PAN card.
- v. Forwarding Letter (Annexure I).
- vi. Bid Price (Annexure II).



4. The detailed Bid Document is available and is to be downloaded from website <https://forensic.assam.gov.in>.
5. Each bidder shall submit only one bid. Bidder shall not contact other Bidders in matters relating to this RFQ.
6. **You are requested to submit your bid latest by 2.00 pm on 18<sup>th</sup> June, 2022.** Bids will be opened at 3.00 pm on 18<sup>th</sup> June, 2022. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time. Any bid received by DFS, Assam after the deadline for submission of bids will be rejected and returned unopened to the bidder. Bids will be opened in the presence of Bidders or their representatives who choose to attend in Directorate of Forensic Science, Assam.
6. **Place of Delivery:** Directorate of Forensic Science, Assam, Kahilipara, Guwahati- 781019, Assam.
7. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the RFQ documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
8. Supply order quantity may increase or decrease depending on the needs of DFS, Assam. Supply order will be placed on need basis only.
9. Quotations will be evaluated and the winner will be declared on the lowest over all evaluated price.
10. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject any or all bids at any time prior to award of Supply Order, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action. The undersigned reserves the right of rejecting any bid without assigning any reason thereof.
11. A Bidder requiring any clarification on the RFQ Document may visit the Directorate of Forensic Science, Assam, Kahilipara during office hours.
12. **Terms & Conditions:**
  - i. Delivery shall be made within 5 days or as decided by the authority.

ii. Payment will be made within 60 days from the submission of certified Invoice subject to availability of funds.

*Tilanga*

Director (In-Charge)

Directorate of Forensic Science, Assam

Kahilipara, Guwahati- 781019.

*d*  
*04/01/22*



(FORWARDING LETTER FOR BID SUBMISSION)

To,

Date ...../06/2022

The Director (In-Charge)  
Directorate of Forensic Science, Assam  
Kahilipara, Guwahati- 781019.

Subject: Submission of bid in response your RFQ for "IT Equipments and Consumables".

Ref: No. DFS. 1376/Vol-I/06-2022/..... Dated .....

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (description of items) in conformity with the said bidding documents for the sum of (total bid amount in words and figures).

We undertake, if our bid is accepted, to commence delivery within (.....) days and to complete delivery of all the items specified in the Supply order and to perform all the incidental services within (.....) days calculated from the date of your Supply order.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....day of ....

Signature

(in the capacity of)

Duly authorized to sign bid for and on behalf of .....

**FORMAT OF QUOTATION (Price Bid)**

Sl. No.	Name of items	Model/Make	Unit	Unit Rate in INR excluding GST	GST as applicable	Total in INR (column 5 +6)
1	2	3	4	5	6	7
1	Ink Cartridge	Model-HP-27	Nos.			
		Model-HP-28	Nos.			
		Model-HP -680(B)	Nos.			
		Model-HP-680(T)	Nos.			
		Model-Hp-802(B)	Nos.			
		Model-HP-802(T)	Nos.			
		Model-HP-678(C)	Nos.			
		Model-HP-678 (B)	Nos.			
		Model-HP-682 (B)	Nos.			
		Model-HP-682(C)	Nos.			
2	HP Toner cartridge	Model-CB-540(B)	Nos.			
		Model-CB-541(C)	Nos.			
		Model-CB-542(Y)	Nos.			
		Model-CB-543(M)	Nos.			
3	Toner for M-1120MFP	Model-HP-36 A	Nos.			
4	Canon Toner cartridge	Model-337	Nos.			
5	HP Laser P1007	Model HP 388A	Nos.			
6	Toner for HP Laser Jet	Model HP- 33A	Nos.			
		Model HP-34 Drum	Nos.			
7	Toner cartridge M1022	Model HP-12A	Nos.			
8	HP Toner for M1525	Model-CE-320 (B)	Nos.			
		Model-CE-321(C)	Nos.			
		Model-CE-322(Y)	Nos.			
		Model-CE-323(M)	Nos.			
9	HP 150 MFP	Model-119(B)	Nos.			
		Model-119(C)	Nos.			
		Model -119(y)	Nos.			
		Model-119(M)	Nos.			
10	HP Laser Jet	Model-410(B)	Nos.			
		Model-410(C)	Nos.			
		Model-410 (Y)	Nos.			



		Model-410 (M)	Nos.			
11	HP Laser Jet P-1108	Model-388AC	Nos.			
12	HP Pro M104 a	Model-18A	Nos.			
		Model-19A(Drum)	Nos.			
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14	HP Laser Jet	Model 31 A	Nos.			
15	Cartridge for Canon 242OL	Canon-242	Nos.			
16	Cartridge For RICOH	SP-210	Nos.			
17	Cartridge for Pro M452dn	M-452dn	Nos.			
18	Cartridge for Pro400	M451nw	Nos.			
19	Cartridge for SHARP	AR-5620N	Nos.			
20	For Laser Jet ULTRA	MFPM 230 sdn	Nos.			
21	Cartridge for Scan jet F1350	3500F1	Nos.			
22	Cartridge for office Jet	Pro 8600	Nos.			
23	Wireless Router		Nos.			
24	5 port Network switch		Nos.			
25	LAN Cable-10 m		Nos.			
26	DVD Drive writer(Internal)		Nos.			
27	DVD Drive writer(External)		Nos.			
28	CD Cover (Plastic)B.Qlty.		Nos.			
29	Pen Drive	8 GB	Nos.			
		16 GB	Nos.			
		32 GB	Nos.			
		64 GB	Nos.			
30	Blank CD (Mauser/Sony)		Nos.			
31	Blank DVD (Mauser/Sony)		Nos.			
32	Optical Mouse	(HP/Logitech)	Nos.			
33	Computer Antivirus	Single user	Nos.			
		4 user	Nos.			
34	Hard Disk	500GB	Nos.			

		1 TB	Nos.			
		2 TB	Nos.			
		1 TB (external)	Nos.			
35	Key Board	HP/Logitech (wireless)	Nos.			
36	Memory card Reader		Nos.			
37	Super fast Mobile phone Charger	65W Micro USB,USB type C	Nos.			
38	Digital camera stand	(Tripod/Flexible)	Nos.			

We agree to supply the above item if required in accordance with the technical specifications within the period specified in the Request for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Name of Supplier:**

**Signature of Supplier:**

**Office seal of Supplier:**